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May 22, 1996

Dear EOS AM-1, LIS, and SeaWinds Team Members:

The time has come to initiate the second round of external reviews of the EOS AM-1, LIS, and SeaWinds Algorithm Theoretical Basis Documents (ATBDs). To date, 55 of the 56 ATBDs for which the AM-1, LIS, and SeaWinds science teams are responsible have been received, reviewed, and revised. All ATBDs received so far have been posted on the Project Science Office home page on the World Wide Web in a variety of electronic formats.

As a direct result of the first round of ATBD reviews and the subsequent revision and refinement of the ATBDs an overall indication of both the importance of the product(s) and the maturity of the algorithm(s) to date has been determined. In particular, the at-launch/post-launch specifications for each product have been revised and clarified in greater detail. This review will be similar in nature to the initial ATBD reviews held in May 1994; the one significant difference being the usage of the World Wide Web as a forum for distribution of the ATBDs being reviewed. Hopefully this will eliminate the tremendous amount of copying and mailing of hard copies of the ATBDs to written reviewers and panel members.

As before, each oral review panel will be responsible for objectively quantifying the perceived state of each algorithm. After lengthy discussions by the panels during the first round of ATBD reviews for the AM-1, LIS, and SeaWinds science teams, the following were agreed upon as significant areas to be considered when examining each algorithm:

- 1) the role of the products in meeting the objectives of NASA's Mission to Planet Earth (MTPE) Program and the general research agenda;
- 2) soundness (feasibility/practicality) of the algorithm's approach;

- 3) feasibility of generating an operational product using this algorithm;
- 4) determination of the critical areas needing further research and development prior to development as an operational data product;
- 5) soundness of validation strategy;
- 6) appropriateness of the planned schedule for generating the product(s).

NOTE: Although these guidelines were utilized throughout the first round of AM-1, LIS, and SeaWinds reviews, each panel is ultimately responsible for developing its own unique criteria for reviewing the assigned algorithms. It should, therefore, not be assumed that these same guidelines will be used during this round of reviews.

The grades assigned to each ATBD for the categories above were considered by the PSO along with the grades and detailed comments and suggestions provided by the written reviewers. Together, these inputs were used to revise and/or clarify the priority of each data product to be generated. The PSO designation should not be interpreted as a firm prioritization; instead, the designation should be viewed as a reflection of the maturity of the algorithm and its relevance to the global change community.

After this review, algorithms currently designated as inappropriate for a DAAC standard product may be reconsidered as standard data products if significant improvement is demonstrated. Similarly, algorithms currently designated as necessary for global change research can be reprioritized as well if the recommendations from the first review are insufficiently integrated.

In summary, we are implementing the following schedule:

- August 16, 1996
 - Hard copy of each ATBD due to the EOS Project Science Office, Code 900, Goddard Space Flight Center, Greenbelt, MD 20771
 - Electronic versions of ATBDs due as well (see enclosure for details on requirements for electronic submission)
 - Submit to doug.bennett@gsfc.nasa.gov a list of at least 8 potential referees for each ATBD including postal addresses (with buildings and room numbers where applicable), telephone and FAX numbers, and, most importantly, e-mail addresses
- August 19, 1996 - November 15, 1996
 - Anonymous reviews will be solicited
 - Reviews will be returned to the author, for consideration and incorporation into a second version of the ATBD
 - Reviews will be provided to the visiting committee, along with any revised version of the ATBD that the author wishes to submit

- November 19-21, 1996 (tentative)
 - Oral review of MODIS, CERES, MISR by visiting committee
- December 3-4, 1996 (tentative)
 - Oral review of ASTER, LIS, MOPITT, SeaWinds by visiting committee
- January 10, 1997
 - Written report of the recommendations of the visiting committee on MODIS, CERES, MISR will be submitted to the undersigned
- January 17, 1997
 - Written report of the recommendations of the visiting committee on ASTER, LIS, MOPITT, SeaWinds will be submitted to the undersigned

Thanks for your support throughout this process. I hope you feel as I do that it has been useful and beneficial to all.

Sincerely,

Michael D. King
EOS Senior Project Scientist
Earth Sciences Directorate

Enclosure: Guidelines for Electronic Submission of ATBDs

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ATBD numbers will be assigned by the PSO to each unique document for tracking purposes throughout the review process, i.e., ATBD-MOD-01. In order to assist with the assignment of ATBD numbers, each team leader should submit to Michael King (king@climate.gsfc.nasa.gov) an informal message indicating the titles and total number of ATBDs that are anticipated for an instrument team. This should be done as soon as possible after receipt of this letter.

After an ATBD is complete, put a Microsoft Word or WordPerfect or FrameMaker, etc. version **AND** a PostScript version of the ATBD into an anonymous FTP account on a server at your institution (preferably a machine that is available 24 hours per day/7 days per week). A **single** file (containing text and graphics) is **required** for each of these versions. Do not submit multiple files (some containing text and some containing graphics) for a single ATBD. For example, I created two files: ATBD-MOD-05.msw (Microsoft Word version) and ATBD-MOD-05.ps (PostScript version) for my own MODIS ATBD. Both of these files contain text as well as supporting graphics. Also, when creating a PostScript version of your ATBD from within Microsoft Word or other word processing packages, please remember to select **ALL** fonts for inclusion; otherwise, equations, formulas, and some text may get distorted when viewed or printed from other machines.

Portable Document Format (PDF) versions of each ATBD will be generated by the PSO for posting on the World Wide Web along with the original and PostScript versions. If you are capable of creating a PDF version of your ATBD, then please post it along with the required original and PostScript versions on your FTP site. If you do not have the necessary software for creating PDF files (Acrobat Exchange and/or Distiller), the PSO will generate a PDF version of your ATBD for you using either the original or its PostScript derivative.

When creating your files, please use a logical and consistent naming convention so the ATBDs can be easily identified, i.e., ATBD-MOD-01.msw, ATBD- MOD -01.ps, ATBD-MOD -01.wp, ATBD- MOD -01.fm, ATBD- MOD -01.pdf. Finally, please send an informal message to doug.bennett@gsfc.nasa.gov notifying Doug Bennett when the files are available and specifying their location. He will then ensure that your ATBD is posted on the PSO Web page in the three electronic formats: original (i.e., Microsoft Word), PostScript, and PDF. If you do not have access to a server at your institution, please put your ATBD (all formats) into spso.gsfc.nasa.gov/incoming (128.183.117.20) and notify Doug when you have done so.

You can see how this was done for the previously reviewed AM-1 and LIS ATBDs by clicking *ATBD* under the *Publications* link on the EOS PSO home page. The URL is http://spso.gsfc.nasa.gov/spso_homepage.html.